Broadcast From Systems Operations
To All DPA Managers, Supervisors And Statewide Leaders

NEW EIS/NETWORK SECURITY FORM

The Division of Public Assistance Security Agreement for EIS, Network, and Related Systems is available on the Systems Operations web site at <http://dpasysops.hss.state.ak.us/Production/Security/SecAgreement.pdf>. This form (previously known as the EIS AND NETWORK SECURITY AGREEMENT) is used for all personnel needing access to mainframe programs including EIS, web applications such as INGENS, and other network services.   In order for the new features of the form to work correctly, Internet Explorer must be used.

The Security Agreement form, which opens as a PDF document, has been modified so that employee information can be typed in on the computer. The form is then printed off for employee and supervisor signatures. As before, the form should be faxed to Systems Operations (907 561-7685) and the original mailed or routed to Systems Operations.

The Security Agreement has also been updated to reflect the new manual section from the DHSS Policy and Procedure Manual. (<http://www.internal.hss.state.ak.us/das/pandp/pdfs/081000.pdf>).

You may wish to bookmark the link to the agreement for ease of retrieval. The form can also be accessed from the Systems Operations Home Page http://dpasysops.hss.state.ak.us/production/default.htm <http://dpasysops.hss.state.ak.us/production/>. Click on "Security Manual and Forms" on the left side of the screen, then select "EIS Security Form". A new browser window will open to display the PDF form.

When preparing forms for more than one employee, use the "RESET" button at the bottom of the page to clear the form for entry of new information.

Please note that the Security Agreement is best viewed with Adobe Acrobat Reader 5.0. If you have an earlier version on your system, you may contact your local network technician at Network Services and request to have Acrobat 5.0 installed.

Please contact the EIS Help Desk if you have any questions.
<mailto:EISHELP@health.state.ak.us>.